

# GO013 Overarching Governance Policy

<b>Policy number:</b>	GO013	<b>Policy Owner:</b>	Executive Director Governance, Compliance and Projects
<b>Approved by:</b>	SLT	<b>Date approved:</b>	October 2025
	Committee		October 2025
	Board		October 2025
<b>Review frequency:</b>	2 Yearly	<b>Next review due:</b>	01/10/2027
<b>External website:</b>	Yes	<b>Version:</b>	
<b>Linked policies/ documents</b>			

## Summary

The purpose of this Policy is to provide overarching guidance for the Board Activities, Policies and Procedures which control the governance functions carried out by the Board and its members at Newbury College. The Policy supports the legal requirements and requirements of the regulating authority controlling FE/HE activities. The policy is available on the College website under the Governance section and is available for review.

Responsibility sits with the Chair of the Board to draft and following Board approval finalise the active version. The Clerk (Governance Professional) is responsible for ensuring that the Policy is reviewed within the required time frames and contains the areas of focus required by statute. Board members are required to ensure compliance with the policy is respected.

# GO013 Overarching Governance Policy

## Scope

- Definition of key documents and their control
- Definition of controlled documents, their control and management

## Aims and objectives

The purpose of this policy is to bring together the expectations and responsibilities of those undertaking the role of College Governor and roles which are overseen by the Board i.e. the Clerk (Governance Professional) and Senior Post Holders.

## Definition of key documents and their control

For the purpose of this overview key documents include, the Nolan Principles of Public Life, and all laws and regulations published by HM Government and designated regulatory authorities.

They will be brought to the Board for review and adoption as required.

## Definition of controlled documents, their control and management

A Scheme of Delegation will be held which lists the controlled documents and associated information relating to their approvals and review.

Those documents will be reviewed as dictated by the review cycle by either the Full Governing Board or by the sub committee to which the policy is designated. Following approval , notification of which shall be provided in the meeting minutes, the finalisation process is recorded as an action.

After a Policy terms of Reference has been delegated to a Committee that committee shall review and recommend to the next FGB its formalisation on final. At that point the review date cycle shall commence. The Clerk (Governance Professional) will record and action.